



DATE: April 30, 2014
TO: Arkansas Educators
FROM: Arkansas Department of Education, Curriculum and Instruction Section
SUBJECT: ListServ Message #75: PARCC Diagnostic Reviewer Recruitment Process and Expectations

The attached document is shared at the request of Melody Morgan, Director of Student Assessment at the Arkansas Department of Education.

Further information about PARCC item review can be accessed on the PARCC website, here: <http://parconline.org/assessment-development>. Additional questions may be directed to Melody Morgan (melody.morgan@arkansas.gov).

All CCSS listserv messages have been and will continue to be archived within the CCSS section of www.arkansased.org at <http://www.arkansased.org/divisions/learning-services/common-core-state-standards/ccss-announcements>.

Please share this information with others that might be interested. Thank you for serving the students of Arkansas.

Arkansas Department of Education
Learning Services Division
Curriculum and Instruction Section
Director: [Dr. Tracy Tucker](#)
(501) 682-7442



To be added to the ADE CCSS ListServ please send your name, e-mail address, and district name to abby.cress@arkansas.gov.



Diagnostic Item Reviewer Recruitment Process and Expectations: An FAQ for AR State K-12 Educators

1. How will the PARCC Diagnostic Assessment be used in AR?

As part of the optional pieces of the PARCC assessment system, the Diagnostic Assessment will be an indicator of student knowledge and skills in grades 2-8. Even though Arkansas will not provide the PARCC Diagnostic Assessment, Arkansas districts will have the opportunity to purchase it for their use. The cost has not yet been determined.

2. What is the role of a PARCC Diagnostic Item Reviewer (DIR)?

A Diagnostic Item Reviewer (DIR) serves as a critical member of the PARCC item review process. Members of these English language arts/literacy and mathematics teams include state and local K-12 educators from all of the PARCC states. DIRs review test items developed for the PARCC Diagnostic Assessment for alignment to the Common Core State Standards, suitability of content, and age-appropriateness for a given grade level or grade band. They also recommend revisions to items.

Five groups of reviewers are needed:

- Mathematics Comprehension and Fluency
- ELA Fluency/Decoding
- ELA Vocabulary/Reading Comprehension
- Mathematics Bias and Sensitivity
- ELA Bias and Sensitivity

3. How can state and local K-12 educators become members of Diagnostic Item Review teams?

PARCC's goal is to build a diverse pool of item reviewers from across the PARCC states. State educators who would like to receive DIR training and participate in item review will complete the following steps:

- Complete an online survey (not yet available) to confirm interest, provide basic contact information, and indicate the subject and grade band they would prefer to review.
 - The link will be sent to those who let Melody Morgan know they are interested.
- All educators who complete the survey will be entered into a bank of potential item reviewers who are available to receive item review training.
- Training sessions are approximately two hours long and are followed by an item review session (either virtual or in-person) that takes place over several days.
- Review Teams for each training/item review session will be selected from the bank of educators to ensure appropriate geographic diversity and balance on all item review teams.
- Potential item reviewers will generally be notified 4-6 weeks in advance of an upcoming training/item review session (either virtual or in-person) as opportunities become available.
- Educators who express interest in participating will remain on PARCC's roster of potential item reviewers for a period of one calendar year.

Educators who have participated in one training session and one item review period will have their names added to PARCC's list of trained item reviewers. Trained item reviewers will be notified 4-6 weeks in advance of additional item review opportunities on an as-needed basis.

Educators may remove their names from the pool at any time by contacting Stephanie Snyder (ssnyder@parcconline.org).

4. What is the time commitment for DIR participation?

Item Review Trainings:

- Training sessions will last approximately 2 hours
- The training will be provided via PowerPoint presentation and will include:
 - Review of evidence statements and item specifications;
 - Item review methods; and
 - Procedural instructions on how to use the item banking systems of PARCC's Diagnostic item development contractor.
- Participants will have the opportunity to review items as a group to gain familiarity with the process and ask questions.
- Trainings for virtual meetings are provided via webinar/conference call.
- Prior to virtual trainings, participants will receive directions for setting up necessary technologies. Participants will be asked to test their technology capacity to ensure that the technologies will work on the day of the training and during independent review. Help desk support is available to assist participants.

In-Person and Virtual Item Review Sessions:

- Virtual item reviews require a minimum of 8 hours of independent item review time and 12-24 hours of scheduled group discussion either through a face-to-face or virtual meeting.
- In-person meetings require approximately 8 hours per day for four days (for a total of 32 hours, plus travel time). **The individual item review and training on the item development contractor's item banking systems is done within the given time frame.**
- Reviewers will meet in small groups by grade band to review sets of items.
- Reviewers review items independently first. Independent review is followed by group discussion to determine edits and revisions, if needed, that should be made prior to field testing of the proposed items.

5. Will travel, lodging and meals be covered for members participating in in-person item review sessions?

All travel and hotel costs for participants in the in-person meetings will be paid up-front by PARCC's item development contractors. Participants will be reimbursed for meals and ground transportation in accordance with PARCC guidelines.

6. Will DIRs be compensated for their time participating in item review?

Face-to-Face Item Reviews

- Reviewers who are not being paid by a full-time employer during item reviews are eligible for a stipend of \$150 per day. Reimbursement of \$100 per day is available for school districts that will be paying for substitute coverage in order for educators to attend PARCC meetings. Payment rates are based on an 8-hour day of item review.

Virtual Item Reviews

- Scheduled group discussions of items will occur for a number of days after the close of the independent review windows. Stipends for participation in the group discussions will be paid at a rate of \$150 per day. Substitute reimbursements will be available at a rate of \$100 per day. In order to receive stipends or substitute reimbursement, participants' presence on the phone line and participation must be confirmed by the group's facilitator each day.

7. How are typical face-to-face item review sessions conducted?

DIRs will meet in small groups by grade band to review sets of items. Each group is facilitated by a staff member of PARCC's item development contractors. During review meetings, DIRs review items independently first. Independent review is followed by group discussion to determine whether revisions should be made to items prior to field testing.

8. How is the virtual item review process different than a face-to-face meeting?

Virtual item reviews maximize flexibility by providing DIRs the opportunity to participate in the item review process while reducing the amount of time reviewers spend away from their homes/classrooms. The virtual review process will mimic the processes of independent review and group discussion that occur during the in-person meeting.

As in the face-to-face meetings, the item review period begins with independent review of items. For virtual reviews, participants are given approximately 5 business days to read, review, and make independent comments on items to be reviewed. Reviewers will use PARCC's item development contractor's online item banking system to provide comments and feedback. After the independent virtual review period closes, DIRs will participate in a series of group meetings to discuss revisions and edits via conference call and webinar with other SER team members and with facilitators from PARCC's item development contractors.

As noted in the schedule listed above, the discussions are held for about four days per review period, though times may vary depending on the group of reviewers and the number of items to be reviewed. **During the discussion days for virtual item review, DIRs must be available for approximately 7-8 hours per day during normal business hours (Eastern Time zone).**

9. What technology is required to participate in virtual meetings?

PARCC's item development contractors will notify virtual reviewers of the system requirements necessary to access their item banking systems and participate in the group discussions. PARCC item reviews may be accessed using a PC or Mac.

10. Is there a limit to the number of meetings in which reviewers can participate?

PARCC's goal is to involve a wide pool of educators in the item review process. While there is no upper limit to the number of meetings an individual can attend, it is unlikely that any one reviewer will participate in all PARCC item review meetings.

11. Will I be eligible for professional development credits for PARCC item reviews?

Participation in PARCC item reviews can be a valuable learning opportunity for reviewers who are also current educators. Determinations about whether participation may count as professional development are at the discretion of reviewers' employers.

Further information about PARCC item review can be accessed on the PARCC website, here: <http://parcconline.org/assessment-development>. Additional questions may be directed to Melody Morgan (melody.morgan@arkansas.gov).